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FA
Supervision

Washington, D. C.,
October 18, 1926.

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EXCERPTS FROM THE
STANDARDIZED TRAVEL REGULATIONS
EFFECTIVE OCTOBER 1, 1926

Paragraph No. 6: May necessitate our making our annual letters of authorization to District Office members and Supervisors more specific.

No. 8 (a): Taxicab and hotel bus fares will be allowed as regular means of conveyance and without explanations heretofore required.

No. 12: Hire of conveyance not allowed, as follows:

- a. Hire of a horse by one member from another member.
- b. Hire of a car by one member from another member in excess of seven cents a mile.
- c. Hire of a horse or car from a member of one's family.
- d. Hire of a horse or car from one of another member's family.

No. 13 (b): A Pullman or parlor car seat will be allowed without explanation if the journey is more than 25 miles, and with explanation when 25 miles or less.

No. 13 (c): A Pullman section, drawing-room, or compartment, may be allowed in travel when the exigency requires it, as, for instance, when all other Pullman accommodations are exhausted, or are not otherwise available.

No. 16: Round trip tickets must be purchased whenever practicable and economical.

No. 21: After checking the service secured, in preparing a transportation request, all unused blocks shall be cancelled by drawing a line through them.

No. 41: Necessity for the transfer of hand baggage must be explained.

No. 45: Within the limits of the continental U. S.: Per diem, \$6.00, actual expense, \$7.00. Outside limits: \$7.00 and \$8.00, respectively.

No. 45 (a): The 8 a. m. to 6 p. m. limitations on the mid-day meal continue.

No. 52: Baths not to exceed 50¢ a day are allowed when not included in the cost of the hotel room.

No. 53: Waiter fees not to exceed 60¢ a day when on actual expense basis.

No. 54: Fees to bell boys and maids at hotels not to exceed a total of 30¢ a day during stay at a hotel.

No. 58: Laundry, not to exceed \$1.40 per week; cleaning and pressing clothes, not to exceed \$1.25 per week, and both charges may be prorated or distributed over the period of travel as pertaining to the limit for daily subsistence.

No. 59: Fans and fires in proper season may be paid for and reimbursed when not included in cost of room, no limit of charge fixed, but would be the usual charge.

No. 73: Prohibits sending telegrams at Government expense regarding leave, salary payments, etc. (This undoes Paragraph 40 of the F.R.)

No. 84 (a): Similar to No. 73 for long distance telephone messages.

No. 86: B/L shipments must not be paid in cash. (Has happened in a few instances.)

No. 93: Cash payments may be made for services, etc., when demanded, and allowed in expense accounts. (Note.--But these expenses must pertain to travel.)

No. 95: Receipts (subvouchers) are required in the following cases:

Excess baggage.	Special conveyance over \$1.00.	Room rent for official business.
Clerical assistance more than \$1.00.	Lodging.	Rental of typewriting machine.
Cleaning & pressing clothes over \$1.00.	Meals for a continuous period of a week or more when paid for at end of stay. If paid for as eaten should so state.	Service of guides, packers, interpreters, drivers, etc., if more than \$1.00.
Extra fares on trains.	Garage rent, horse feed, and stabling in excess of \$1.00.	Storage of baggage if more than \$1.00.
Fans or fires in rooms.		Telephone messages if more than \$1.00, except for slot machine service, no receipt.
Foreign exchange fees.		
Freight & express shipments as travel exp.	Pullman berth and seat fares when paid for in cash. The usual conductor's check will be accepted.	
Telegrams, signed copy will be sufficient.		
Miscellaneous emergency expenses where amount is in excess of \$1.00.		

No. 95 (v): If it is impracticable to furnish receipts in any of the above cases, the failure to do so must be satisfactorily explained in the expense account. mere convenience will not be accepted as an explanation for not obtaining a receipt.

No. 95 (w): Secretary may waive receipts where duties of traveler are of confidential nature and public interest so requires.

No. 99 (c, e, and f): Porter fees for handling baggage at stations, hotels, etc., not to exceed 15¢ per piece for a total of 25¢; chair and parlor car porter fees not to exceed 25¢ for each car occupied; and sleeping car porter fees 25¢ for each 24 hours of travel or fraction thereof, for each car occupied.

No. 105 (c): "The expense account must show the dates and points of travel, number of miles traveled, and kind of conveyance." (Note.--The mileage statement shows these. Travel by Government auto, by horseback, or otherwise is to be indicated in the voucher. The mileage statement should show the make and class of car.)

No. 106: Expense accounts to be prepared in duplicate, the original only to be forwarded for payment.

No. 107 (a): Items in an expense account must be listed in chronological order and all charges for the period must be included. (Note.--If an item cannot be paid, as for lack of subvoucher, it should be listed just the same, and suspension will be made by the District Fiscal Agent and the item reclaimed in another account.)

No. 107 (e): Where cash is paid for R. R. travel, the name of the road must be shown.

The following classes of expenditures must be supported by a statement from the traveler and the statement approved by the administrative officer:

Paragraph No. 9: When other than most economical usually traveled route is used.

No. 11: Use of special conveyance such as livery, automobile, etc., when no public or regular means of travel is available.

No. 13 (c): Showing the necessity for superior railway accommodations such as drawing room, compartment, etc.

No. 14: Extra fare charges on railroad showing necessity therefore,

No. 27: Use of a transportation request for indirect travel.

No. 72 (b): Charges for a telegram reserving a berth or steamer accommodation.

No. 90. Expenditures covering clerical help, hire of guides, interpreters, hire of typewriting machines, etc., the traveler to give reasons therefore, and his statement to be approved by the administrative officer.

No. 91. Room at hotel for the transaction of official business.

No. 111: "Reimbursement will not be allowed for payments to other Government employees for travel or subsistence expenses, except in case of emergency, which shall be explained by the traveler and the statement approved by the administrative officer." (Note.—Such expenditures would include meals and lodging from a ranger or other official. The following classes of explanations would be acceptable and may be written in the expense account, to be approved by the Supervisor, etc., on the face of the voucher "Recommended for approval:" "No other accommodations in the community which is sparsely inhabited." Subsistence expenses with ranger are considerably cheaper than those to be secured from ranchers, hotels, etc." "Had official business with the ranger which could be attended to without extra trip to his station.")

The above paragraphs represent the main changes in the travel regulations which have been approved by the President of the United States in accordance with a law passed by Congress and approved June 3, 1926. The regulations are applicable to all the departments of the Government, and we will begin their use with expenditures on October 1, 1926.

A supply of the travel regulations in booklet form has been forwarded to each Supervisor for distribution.

M. E. FAGAN,

District Fiscal Agent.